

Approved April 2023

## **College of Arts Curriculum Committee (CACC) Terms of Reference A Standing Committee of College of Arts Council**

### **Responsibilities:**

The College of Arts Curriculum Committee (CACC) is responsible for ensuring excellence and innovation in educational offerings, including responsiveness to the particular students and communities we serve. It is guided by the standards of quality curriculum defined by UFV's Undergraduate Education Committee (UEC) and by the College of Arts' and UFV's mandate, mission, values, and strategic plans. It serves as an advisory body to the College of Arts Council (CAC) and the Dean's office on curriculum-related matters. Any proposed change to Arts programs and curriculum must go through CACC for discussion and/or decision.

Responsibilities include, but are not limited to:

#### Review and College Approval of

- New courses in existing disciplines
- Changes to existing courses
- Reviews of existing courses
- Courses proposed as meeting BA core competencies requirements
- Minor changes, as defined by the [Procedures for Undergraduate Program and Course Approval](#), to existing programs

The above decisions will be sent to CAC as information items.

#### Review and Recommendation of

- Proposals for new degrees, majors, extended minors, minors, diplomas, or certificate offered by the College of Arts
- Proposals for new BA degrees, majors, extended minors, and minors offered by departments or divisions outside the College of Arts
- Proposed major changes, as defined by the [Procedures for Undergraduate Program and Course Approval](#), to existing programs offered by the College of Arts
- Updates or revisions to the BA's core competency requirements

The above will be sent to CAC for discussion and decision.

#### Review, Revision, Recommendation of

- Interdisciplinary courses not otherwise administered by a department within the College

The above will be sent to CAC for discussion and decision.

#### Advise CAC and the Dean of Arts on

- Long-term curriculum and program planning, particularly involving interdisciplinary collaboration
- Policies and procedures related to curriculum and program creation and review

The above proposals and/or recommendations will be sent to CAC for discussion and decision after advising the Dean.

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### **Membership: 15 members**

Elected, voting:

- 3 Social Sciences faculty from different disciplines
- 3 Humanities faculty from different disciplines
- 2 Creative Arts faculty from different disciplines
- 1 faculty at large
- 2 Arts students (any Arts faculty)
- One Indigenous scholar representative from the College of Arts
- All representatives from one Faculty cannot be from the same department or school.

Ex-Officio, voting:

- Associate Dean of Students, Chair
- Director of Advising or designate (designate to be approved by CAC)
- Arts Completion Advisor with expertise in Arts programs and curriculum

### Conditions of Membership

- Faculty terms are for 3 years
- Student terms are for 1 year
- Members can serve up to three consecutive terms
- Participation in professional development in curriculum planning
- Commitment to Arts curriculum and programming as a whole
- Commitment to staying current on issues related to quality curriculum and the future direction of an Arts education

Members who fail to uphold the conditions of membership may be asked by the Chair and Vice-Chair to resign from the committee.

### Election of Members

The call for expressions of interests for vacant positions will be issued in April and elections will normally be held in May for terms starting the following academic year. Expressions of interests, outlining commitment to the conditions of membership noted above, will be made public to CAC members two weeks before the election to ensure sufficient time for review.

Terms will be staggered to ensure continuity.

### Sub-committee

CACC will strike sub-committees as needed. Membership on these sub-committees will include members of CACC, plus, as required, non-committee members with particular knowledge and/or expertise. CACC will notify CAC of the creation of such sub-committees, as well as their responsibilities and membership.

### **Chair and Vice-Chair:**

CACC will be chaired by the Associate Dean of Students. The committee will elect a Vice-Chair annually at its September meeting.

**Attendance Policy:**

If an elected CACC member is absent or intends to be absent for three or more meetings annually, their seat will be declared vacant and an election will be held at the next possible College of Arts Council meeting to fill the vacancy.

If a voting, ex-officio member intends to be absent for two or more consecutive meetings, they are required to appoint a designate from their area to attend and vote on their behalf for the duration of their leave.

**Meetings:**

The College of Arts Curriculum Committee will meet monthly on Friday mornings in Week 2 of the UFV meeting schedule. Agenda items and attachments must be made available to the administrative assistant one week or 5 business days prior to Monday of Week 1 for inclusion in the agenda package. Agenda packages will be distributed on Friday of Week 1.

**Quorum and Voting**

Quorum

Quorum consists of more than 50% of voting members.

Voting

CACC will vote by simple majority.

Under normal circumstances, discussion and voting takes place during CACC meetings. In the event of extenuating circumstances or unforeseen events which cause disruptions to regular meeting schedules, such as school closures due to weather or urgent business that requires a decision prior to the next scheduled CACC meeting, discussion and voting may be conducted by email or other electronic technologies, at the discretion of the chair of CACC. In this case, all CACC members must be polled for a minimum of three business days and the number of votes cast must be equivalent to or exceed CACC's quorum in order for the decision to be valid. The results of electronic votes shall be reported via e-mail, as well as at the next CACC meeting and recorded in its minutes.

Agenda and Minutes

- The agenda will be prepared by the Chair and Vice-Chair
- Agendas, and minutes will be circulated to the Committee members at least forty-eight hours prior to meetings, though normally Committee members receive agenda packages one week before meetings.

**Review of Terms of Reference:** These Terms of Reference shall be reviewed at least every three years.